Building Elementary Schedules

DL 1300-1, DL 1300-2

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Agenda

- Defining scheduling in elementary schools
- Setting up the year
  - Courses
  - Sections
  - Rosters
    - Before year start
    - During year
- Student schedules during the year
  - Incoming
  - Departing
  - Returning

Defining Elementary School Scheduling

- Session describes manual process
  - Supports "simple" elementary schedules
    - Same teacher/room for majority of instructional time
    - Full year
  - Creating courses and sections one at a time
  - Students are placed in a single section then copied
- Elementary schools are embracing "complex" schedules
  - Students have multiple teachers
  - Period structures present
  - Campus Schedule Wizard recommended
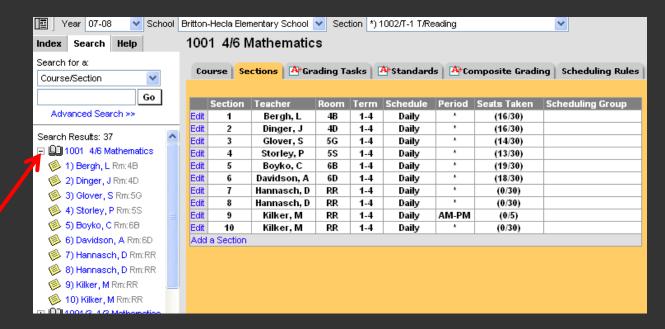   - Campus University certification available

Setting up the Year: Course Setup

- Best practice in the Commonwealth
  - One instructional period
  - For Campus districts in 2008-09, roll courses from prior year
- If adding new courses
  - Add using Scheduling>Add Course
  - Two fields required
    - Course Number
    - Course Name
  - Most courses are
    - 4 terms long
    - Scheduled into same instructional period

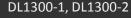# Setting up the Year: Section Setup

- Best practice
  - Roll from prior year
- If adding/editing sections
  - Go to Search>Course/Section>Go
  - Returns list of courses

Expand tree to see sections that rolled over
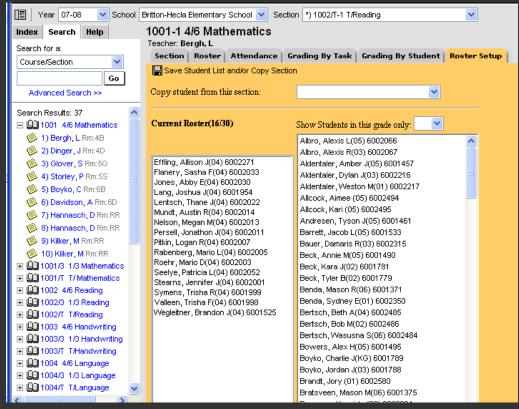
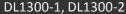DL1300-1, DL1300-2

Setting up the Year: Section Setup

- Editing section (i.e., new teacher, new room, new periods)
  - Click on section
  - Edit
  - Save
- Adding section
  - Click on Course>Sections Tab>Add a Section
    - Section number is the only required field
    - Select teacher from droplist
      - For teacher to display in droplist
        - Staff assignment to the school
        - "Teacher" checked on staff assignment
    - Select room from droplist
      - For room to display in droplist
        - Room appears in System Administration>Resources>Resources>Rooms tab
    - Check period(s) section meets in section grid

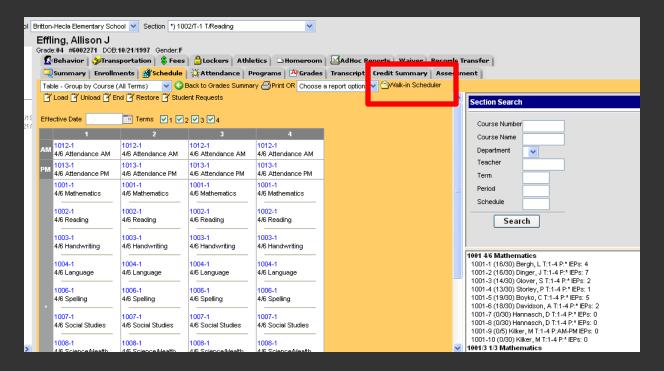# Setting up the Year: Roster Setup

- Use only ___before___ school has started

- Students can be copied from another section into current section

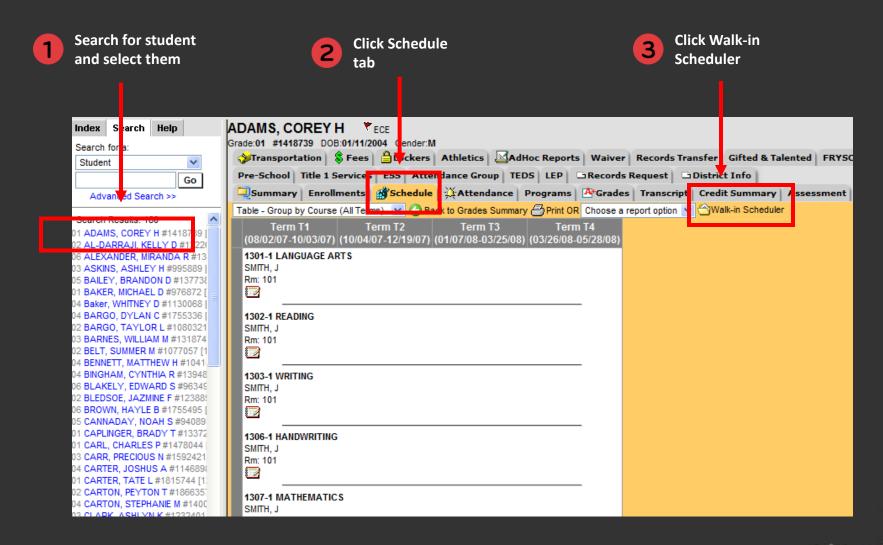- Students can be added/removed individually

During the Year: Walk-in Scheduler

- Once school has started
  - Enroll new students
    - Student Information>General>Enrollments tab>New Enrollment
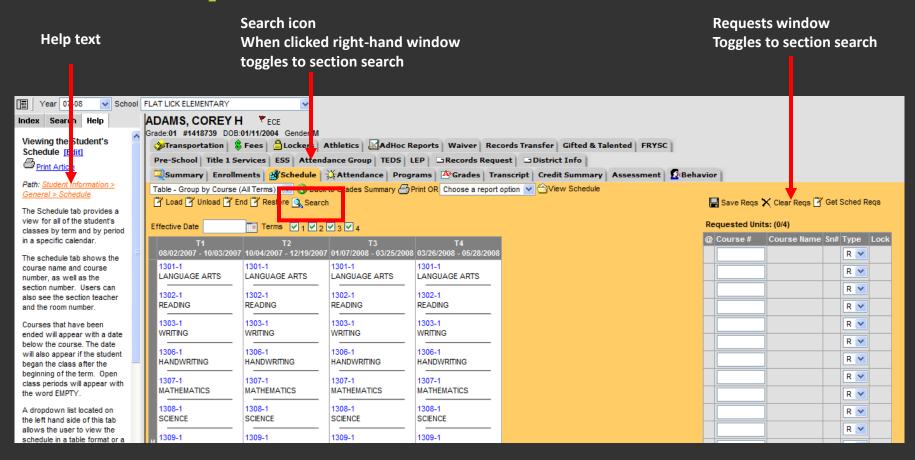 - Use Walk-in Scheduler to place students in section(s)
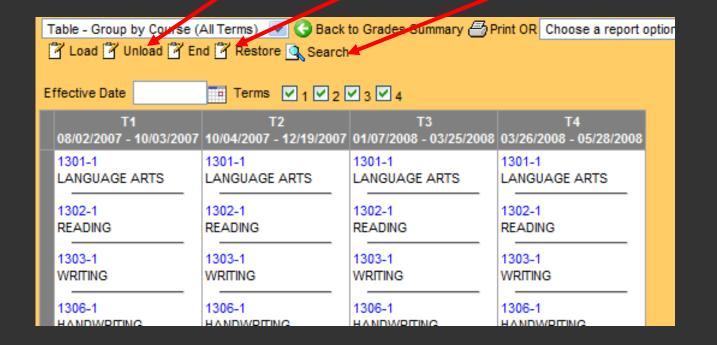
Walk-in Scheduler Navigation

1 Search for student and select them

2 Click Schedule tab

3 Click Walk-in Scheduler

Anatomy of Walk-in Scheduler

Help text

Search icon
When clicked right-hand window toggles to section search

Requests window
Toggles to section search

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Anatomy of Walk-in Scheduler

Drops all classes for an effective date

Restores schedule based on an effective date
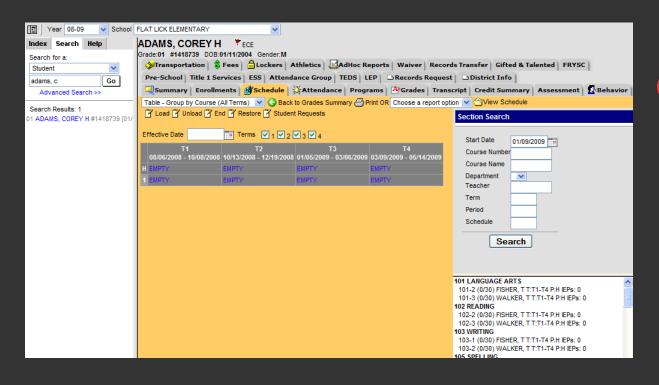
Searches for sections of courses using specific criteria

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Walk-in Scheduler Reports

- Teacher schedules
- Student schedules

Walk-in Schedule – Section Search

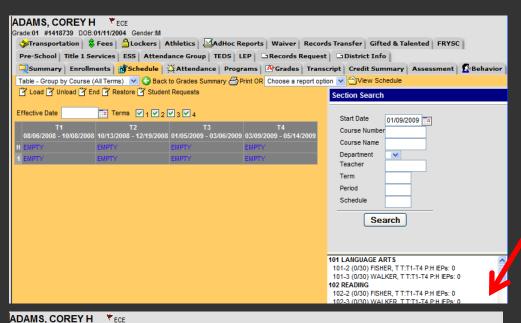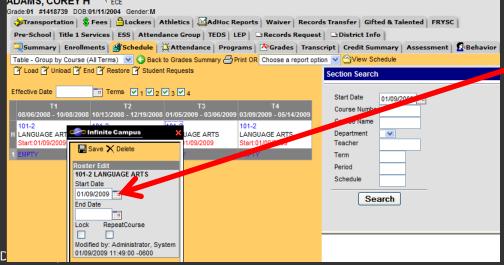- Begin by searching for the sections

1 Enter search criteria or leave search fields blank to return all sections
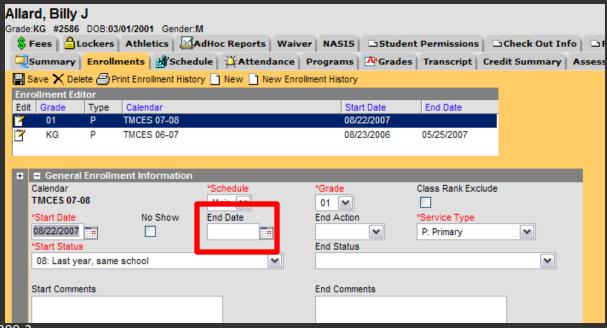
Walk-in Scheduler – Loading Schedule

2 Click on desired section to add it to schedule grid
Sections in red are full

3 Add start date by clicking on course number in grid
Enter date in Start Date field
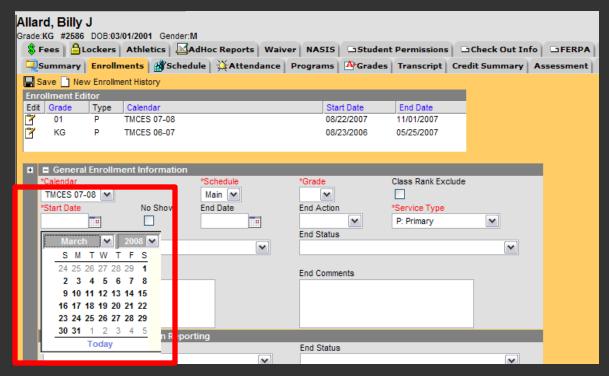
Ending Student's Entire Schedule

- When student leaves school or district
  - End enrollment by adding end date to enrollment record
  - When enrollment is end dated, student's schedule is also end dated
  - ***Do not delete the enrollment***
  - ***Do not delete the student***

Student Returns

- When student returns and
  - Has already been enrolled at least once in your school/district
  - Had an end date applied to their most recent enrollment, then
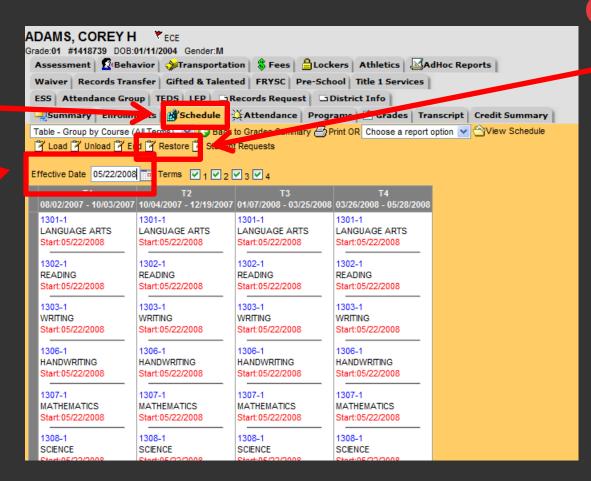- Add new enrollment with new start date

Restore Student Schedule

1 Go to student's schedule tab

2 Enter date student returned in Effective Date

3
- Click Restore
- A warning appears
- Click OK

Schedule now has both drop date and new start date in all sections

Allows teacher (s) to continue grading where they left off

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Questions & Answers

Ask, we're ready!

Learn More!

Additional training is available from Campus U

- Professional, certified trainers

- Just-in-time offerings

- Online

- In person

    – In your district

    – At Infinite Campus